

**NAF ANNOUNCEMENT NO. 03-05N
02 MAY 2005**

**NAF VACANCY ANNOUNCEMENT
TOBYHANNA ARMY DEPOT
TOBYHANNA, PENNSYLVANIA 18466-5077**

TYPE OF VACANCY:	Non-Appropriated Fund Vacancy
OPENING DATE:	09 May 2005
FIRST CUT OFF:	16 May 2005
CLOSING DATE:	Until Filled
JOB TITLE, SERIES AND GRADE:	Sports Specialist, NF-0030-04
STARTING RATE:	\$15.79 per hour
LOCATION:	D/Community Services, Family Services Division
AREA OF CONSIDERATION:	All Nonappropriated Fund Activities and Outside Sources
TYPE OF APPOINTMENT:	Flexible Appointment
DUTY SCHEDULE:	Flexible work schedule, Evenings and Weekends required.
NUMBER OF VACANCIES:	1

STANDARD REQUIREMENT: DIRECT DEPOSIT IS REQUIRED. As a condition of employment, candidates appointed, competitively promoted, or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

NOTICE: IN ACCORDANCE WITH ARMY REGULATION 215-3, APPLICANTS MUST PRESENT THEIR SOCIAL SECURITY CARD TO THE NAF HUMAN RESOURCES OFFICE BEFORE THEY CAN BE APPOINTED. FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN DENIAL OF EMPLOYMENT.

NOTICE: MALE APPLICANTS BORN AFTER DECEMBER 31, 1959 MUST COMPLETE A PRE-EMPLOYMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION.

BENEFITS: NONE

SUMMARY OF DUTIES:

Directs a sport or fitness activity. Leads a professional staff of employees, volunteers and contractors engaged in sports activities. Implements health promotion and wellness program for the installation and augments the program with own well planned and beneficial programs to ensure diversity, appropriateness and to respond to post and individual needs. Represents program to patrons through workshops, classes and individual patron contacts. Gathers, analyzes and utilizes patron use data to develop budget proposals and provide information for inquires concerning programs.

SPECIAL CONDITIONS OF EMPLOYMENT: All required background checks IAW current AR 215-3 and the Crime Control Act must be successfully completed and maintained including Child and Youth National Agency Check with inquiries (CNACI). A health assessment is required. Satisfactory performance, successful completion of training requirements and demonstrated on the job competency is required.

QUALIFICATION REQUIREMENTS

Three years of demonstrated experience in planning, supervising, administering, and carrying out a sports program that included a variety of individual and team sports and guiding participants in developing skills needed for participation in sports activities and teaching the techniques of various sports.

HOW TO APPLY: Submit completed DA Form 3433 (Optional Application for Nonappropriated Fund Employment) or resume. All applicants must complete a DA Form 3433-1 (Supplemental Employment Application Form) and DA Form 3433-2 (Supplement-A Employment Application Form for Child-Youth Services Positions) as a condition of employment. If you have PRIOR MILITARY, a copy of your DD-214 must be attached. Disabled Veterans claiming preference must file proof of disability dated within the last six months. If exercising MILITARY SPOUSE PREFERENCE, proper forms requesting preference must accompany application. Refusal by a spouse to participate in established recruitment procedures (i.e., interview, Knowledge, Skills, and abilities, {KSA's} where required, etc.) is considered a declination of employment and is a basis for termination of SPOUSE EMPLOYMENT PREFERENCE entitlement for the current PCS of the sponsor. Information and forms are available at: **TOBYHANNA ARMY DEPOT, CIVILIAN PERSONNEL ADVISORY CENTER, ATTN: PECP-NER-T/R (NAF), 11 HAP ARNOLD BOULEVARD, TOBYHANNA, PA 18466-5077**. The Job Information Desk is open Monday through Friday from 12:30 p.m. until 3:00 p.m.

EMPLOYMENT PREFERENCE: (1) Military Spouses; (2) Involuntary Separated Military Members/Family Members; (3) Current or Former NAF Employees; (4) Outside Applicants, Veterans; (5) Outside Applicants – Non-Veterans.

Spouse Employment Preference (SEP): Family spousal preference will be afforded to those persons whose husband/wife is an active duty member of the Armed Forces. Eligibility for this preference will be verified by the spouse's PCS (Permanent Change of Station) orders. Applicants must meet minimum qualification requirements for the position. Persons who feel that they meet the requirements for spousal preference can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

Involuntarily Separated Military (ISM): Members of the Armed Services who are involuntarily separated, and their family members can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

DEPARTMENT OF THE ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING NAF CIVILIAN PERSONNEL OFFICE. REQUESTS FOR REASONABLE ACCOMMODATIONS ARE MADE ON A CASE-BY-CASE BASIS.

For additional information, please contact the undersigned at (570) 895-7293.

Donna Rymond
Human Resources Assistant